



District of Columbia Air National Guard

Air Technician

Announcement Number: Tech 07-001



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: N/A	OPENING DATE: 19 Dec 2006	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Administrative Officer, F8498000 GS-0341-12, \$65,048.00 - \$84,559.00 Maximum Military Rank: Major	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: 33S3, 35P3, & 37F3	
Position Location: 113 WG, DCANG Andrews AFB, Maryland	Appointment Status <input checked="" type="checkbox"/> Excepted <input type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: Group III (Individuals who possess the necessary qualifications for the military membership in the DCANG.) Permanent Change of Station: Relocation expenses will not be paid to Technicians.		
Special Remarks: www.dcandr.ang.af.mil –		
Instruction for Applying: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. No binders please.		
<u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1. You must submit one of the following documents: OF 612, SF 171 or a Resume. 2. KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 3. Current Unit assignment, AFSC/SSI and Military grade must be included on application or on a separate paper.		
Condition of Employment: National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.		
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SGT Dawn Peterson, HR Assistant can be reached at 202-685-9778 or DSN 325-9778. SMSgt Rebecca Towns, Human Resources Specialist can be reached at 202-685-9779 or DSN 325-9779.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Administrative Officer, GS-0341-12, 80729000

Brief Description of Duties:

Accomplishes staff work, often without precedence, that relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to base activities. Advises the Air Commander, recommending improvements in the formulation and application of base policies and procedures. Plans, directs, and/or participates in special Air National Guard and Wing/Enclave initiated studies and projects relating to organization, resource utilization, logistical support, and readiness programs. Reviews processes and procedures to determine the overall effectiveness, efficiency, and productivity of activities and programs. Serves as the wing initial point of contact for legislative activities and for the Inspector General complaint process. Oversees the Information Management activities for the Air Commander and Vice Air Commander. Acts as an intermediary to solve significant or controversial issues, problems and disagreements that are referred to the Air Commander. Establishes and maintains liaison with high-ranking public officials, corporate leadership, civic groups, other reserve components, the National Guard Bureau and respective headquarters staff representatives. Represents the Wing/Enclave in meetings with congressional, state and local officials, special interest and business group spokespersons, and local or national news media concerning ANG programs, activities, and requirements to gain support for ANG missions. Functions as the Wing/Enclave level liaison for the Air Commander to the Family Readiness and Support Program. Serves as the installations Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DoD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the commander. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

Qualifications: GS-12

General Experience:

Experience which provided a basic knowledge of the principles of organization, management and administration.

Specialized Experience:

Must demonstrate **thirty - six (36) months'** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements - (GS-12)

- A. Knowledge of organizations, programs, mission goals, major issues, objectives, work processes, administrative operations and functions of the ANG Wing/Enclave.
- B. Skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of Wing/Enclave operations.
- C. Knowledge of Project Management principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources; including monitoring and inspecting cost and work.
- D. Ability to develop new or modified work procedures for administering Wing/Enclave services, guidelines and procedures and automating work processes.

Current Unit assignment, AFSC/SSI and Military grade must be included on application.

Incomplete applications will not be considered for employment.